

# Extra-Curricular Activity/Athletic Handbook



**USD 307 Ell-Saline**

(approved July 8, 2024)

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### PHILOSOPHY:

Extra-Curricular programs should be regarded as an integral part of the total educational experience and vital to the overall development of our students. Participation in these programs is not a right but a privilege and all participants should conduct themselves accordingly.

Extra/co-curricular activities are an important part in a complete middle and senior high school program as the Kansas State High School Activities Association suggests in its mission statement.

It is important to remember that our student-athletes are students first and athletes second. The loss of class time to participate in athletics/activities can have a negative impact on a student-athlete's academic progress. Therefore, student-athletes can participate in no more than two (2) days of competition in the same sport/activity which requires a loss of school time in any given week.

Our purpose is to help the total development of our students, helping them to find themselves in relation to the world around them. We feel that extra classes and special activities can help a student reach the goal of the total student. Activities promote a student's identification with his/her school and help provide pride toward it.

It is the responsibility of the sponsors, coaches, and administrators of Ell-Saline Middle and Senior High School to promote the belief that activities do teach such virtues as self-discipline, respect for authority, discipline, dedication, competitive spirit, good sportsmanship, compassion, cooperation, appropriate behavior under pressure, and striving to be healthy in mind, body and spirit.

### OBJECTIVES:

- To help prepare the participant for life experience.
- To teach pride, discipline and respect for self and others.
- To learn to work in a team and develop leadership qualities.
- To develop commitment, loyalty, cooperation, fair play and other desirable social traits.
- To create opportunities for individuals and teams to achieve success.
- To provide for positive mental attitudes and social relationships.
- To enhance ones physical and mental abilities.
- To provide quality programs that will attract as many participants as possible.
- To provide a positive image of school activities, athletics and the school in general.

### GENERAL:

Ell-Saline activities and athletics operate under the rules, regulations, and policies of the Kansas State High School Activities Association (KSHSAA) and the USD 307 Board of Education.

All coaches and sponsors must meet KSHSAA requirements. Coaches and Sponsors are expected to familiarize themselves and follow KSHSAA and USD 307 Board of Education rules, regulations and policies. Only coaches approved by the USD 307 Board of Education should have direct contact for the purpose of supervision/instruction with athletes during practice and competitions.

Coaches assigned to extra-curricular activities/athletics are expected to be at all practices, games and on duty as needed for the maximum benefit of the program. Variations to this expectation must be approved by the Administration.

There will be no mandatory practice on Sunday, except in emergencies at the varsity level and only with the approval of the Administration. Examples of exceptions would include quick turnarounds during post-season play or scheduling conflicts based on holidays.

Once a season starts, a participant may not change sports/activities without consent of each coach/sponsor involved and the Administration. If a participant is suspended for disciplinary reasons, the participant cannot compete in any sport/activity for that season. No participant may start another season until the previous season is completed.

Scheduling of activities and athletic contests will be done in a manner to minimize loss of class time. Dismissal from class to leave for activities during the school day shall be 15 minutes prior to departure unless approved by the Administration.

#### **EXPECTATIONS OF COACHES/SPONSORS:**

- Develop rapport with participants, the student body, the professional staff (faculty, administration, maintenance, etc.), parents, the community, spectators, officials, fellow coaches, and the media.
- Have an established electronic communication mechanism that allows them to communicate with participants and their families concerning upcoming events, emergency changes and other pertinent information to the program. Coaches/Sponsors are NOT to have personal communications with any individual participant.
- Communicate with school personnel about situations that may affect them well in advance. (i.e. leave times, student issues, etc.)
- Complete Transportation Request Forms in a timely manner.
- Leadership, diligence, enthusiasm, honesty, and a love for the game/activity are all part of a professional pride that should be exhibited by any coach/sponsor.
- Exemplary personal appearance and dress.
- Attendance at league activities, district meetings, rules clinics, and specialized workshops. Memberships should be considered in professional organizations, associations and similar groups engaged in enhancing performance.
- Behavior should always display dignity and self-control. Never use provoking language or engage in any unsportsmanlike actions or tactics. Avoid actions that might incite spectators or provoke disorderly behavior.
- Teach good behavior and sportsmanship to participants. Any participant who displays unsportsmanlike behavior should immediately be removed from the event. Promote and teach aggressive competition while stressing good sportsmanship at all times.

- Be fair and unprejudiced with participants considering their individual differences, needs, interests, temperaments, aptitudes and environments.
- Uphold the profession and their reputation as a coach/sponsor. Actions and statements should always reflect pride and respect for the participants, faculty, administration, school, parents, community and patrons.
- Keep all school facilities clean and in order. Locker rooms should be checked and picked up after each practice/game. Equipment should be stored neatly.
- An up-to-date inventory of equipment, practice gear and game uniforms should be kept. All equipment must be collected and inventoried after the last event of the season/year. A participant may not begin the next season in any sport until all equipment and uniforms have been turned in. Seniors may not get their diplomas until all school property has been returned.
- Make sure all required participant forms and physicals are completed and turned in prior to participating.
- Submit a list of participants to the Administration after the first practice along with any changes to the practice team.
- Practices should be well planned and organized. It is recommended that practices do not last longer than two hours. At no time should students practice without coach/sponsor supervision.
- Coaches and players should treat each other with respect. At no time should profanity be used in addressing coaches, players, managers, or spectators. Coaches should remember that you are dealing with kids who want to succeed. Degrading behaviors towards players should not occur.
- In the event of school cancellation for inclement weather, optional (non-mandatory) practices may occur ONLY if cleared by the Administration. Parental discretion is advised.
- Have a sign out sheet for parents wishing to take their participant from events. Make visual contact with responsible adult signing participant out.
- Coaches are expected to hold a parent informational meeting at the beginning of each sport season.
- Coaches are not to allow any kind of hazing or bullying to take place. Hazing is defined as “any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person’s willingness to participate.”<sup>1</sup> ***Promoting or permitting hazing is a class B nonperson misdemeanor. This section shall be part of and supplemental to the Kansas criminal code.***
- Coaches should keep accurate timecards. Timecards are to be turned in to the District Office by the 3<sup>rd</sup> day of each month. Employees of USD 307 are not permitted to work overtime without approval from the Superintendent.

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<sup>1</sup> Definition obtained from [www.hazingprevention.org](http://www.hazingprevention.org)

## **ELIGIBILITY GUIDELINES:**

Student participants in extracurricular activities are governed by two types of eligibility: academic and behavioral.

Students are governed by both the Kansas State High School Activities Association (KSHSAA) and USD #307, which requires students to have passed five (5) subjects of unit weight the previous semester to be eligible for the current semester.

Students are also governed by KSHSAA behavioral guidelines which state: "A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal." Students placed in in-school or out-of-school suspension will be ineligible for a period of time established by the principal. Students serving an in-school or out-of-school suspension are not allowed to practice during the period of suspension.

## **PRACTICES:**

- Students must be supervised at all times in the locker rooms, classrooms, and practice areas. At no time are students to practice unsupervised.
- Parents are expected to pick up participants after practices, events and competitions in a timely manner. Repetitive failure to do so may result in losing the privilege of participating.
- Practices should be well-planned and organized. It is recommended that practices do not last longer than two hours. At no time should students practice without coach/sponsor supervision.
- Coaches are responsible for making sure all participants have left the building and the all area entrances are secure. Coaches should not leave until the last participant has been picked up by parents.
- In the event of school cancellation for inclement weather, optional (non-mandatory) practices may occur if cleared by the AD and Principal. Parental discretion is advised.

## **REQUIREMENTS PRIOR TO FIRST PRACTICE:**

Students are not eligible to represent the school in interscholastic athletics and cheerleading until there is on file with the principal a signed physical form by a practicing physician certifying the student has passed an adequate physical examination and is physically fit to participate in interscholastic activities or cheerleading. This form shall also be signed by the student and by the parent or legal guardian, stating the student has permission to participate.

Forms to be signed by the physician, parents, and students, may be picked up at the high school office. In case a student has neither a parent nor guardian, the signature of the principal or superintendent shall be required.

Coaches are required to ensure that participants are eligible to practice prior to the first practice.

- A completed annual KSHSAA Physical Examination: The physical and physical form must be completed after May 1 of the current school year in order to be valid.

- Verification of Concussion Awareness Training. The must be done on a yearly basis.
- Concussion Awareness Form – Signed by the student and parents acknowledging the possibility of concussions from participating.
- Medical Consent Form – giving coaches the ability to seek medical treatment for the student in parent’s absence (all activities).
- Rules Consent Form – signed by parent and student acknowledging abidance to all rules governing their participation in activities.

## **STUDENT ROLES IN ATHLETICS:**

### Athletes

1. All students, grades 7-12, are encouraged to participate in the various sports programs.
2. All extra-curricular activities (both athletic and non-athletic) are regulated by KSHSAA and local district guidelines.

### Managers/Statisticians

1. Students interested in being a manager for a particular sport are to contact the head coach of that sport. The coach will select a maximum of two managers for each sport and assign the various duties.
2. Managers are required to abide by the same rules and regulations as the athletes including all practices and travel with the team.
3. Students interested in serving as team statistician should contact the head coach of the particular sport. Students applying for this position must be willing to devote a considerable amount of time, perhaps including weekends, in assisting coaches compiling accurate statistical information about athletic contests.
4. Coaches will assign duties to the statisticians and determine whether to require the statistician to attend daily practices.
5. Statisticians are required to travel with the teams and to be at all games and are responsible for accurate statistics recording.
6. The team statistician is held accountable to the same eligibility guidelines as the athlete.

## **ATHLETE RESPONSIBILITIES:**

1. Before being allowed to participate, each athlete must furnish the head coach with the required insurance waiver and completed physical form. This is to be completed BEFORE the first practice.
2. To be eligible to participate, a student currently enrolled must be a member of the team within a week of the first practice.
3. A thirty-five dollar (\$35.00) participation fee is required for each athletic season. This fee is due before the first contest. If the student athlete drops the sport before the first contest/game the fee will be returned. After the first contest/game the fee will not be returned. All outstanding bills must be paid and have zero balance before the school may accept the \$35 participation fee. (2023-2024)
4. High school athletes can only participate in one sport per season.
5. Each athlete is responsible to attend practices. If an athlete has been in school on a scheduled practice day, permission to be excused from practice must be approved by the head coach. Athletes who are consistently tardy to practice may be removed from the squad. This is up to the discretion of the head coach.

6. Profanity, insubordination, and lack of composure by athletes at any time or in any situation will not be tolerated.
7. Head coaches will determine individual sport training rules and will determine athlete dress code on game days.
8. Athletes out for a particular sport are to abide by all rules established by the coaches of that sport.
9. Any athlete may drop a sport if reasons are stated to the coach personally, if all equipment is returned, and if all financial responsibilities are cleared with the school as they pertain to that particular sport.

#### **EXPECTATIONS OF PARTICIPANTS:**

- Be good role models and represent Ell-Saline in a positive manner at all times.
- Put forth their best efforts in participating in their chosen activity/sport. Extra-curricular athletics are a privilege, not a right. Negative behaviors in the school and community carryover into an individual's standing on the team. Being late to practice, skipping practice, not following instructions, lying, and disrupting practice are all examples of behaviors that jeopardize a participants standing on a team.
- Follow team rules and instruction from all coaches.
- Treat teammates with respect and work together as a team.
- Parents are expected to pick up participants after practices, events and competitions in a timely manner. Repetitive failure to do so may result in losing the privilege of participating.
- A participant may not begin the next season in any sport until all equipment and uniforms have been turned in. Seniors may not get their diplomas until all school property has been returned.
- Participants should not engage in any bullying or hazing behaviors. Bullying or hazing may result in disciplinary actions up to and including expulsion from the team/group. Hazing is defined as "any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate."<sup>2</sup> ***Promoting or permitting hazing is a class B nonperson misdemeanor. This section shall be part of and supplemental to the Kansas criminal code.***

#### **EQUIPMENT & LOCKER ROOM CARE:**

For safety and health reasons these rules shall apply to all equipment, lockers, and locker rooms:

1. There will be no horseplay of any kind in the locker room areas.
2. The training area is off limits unless authorized by a coach. In case of injury, the coach must be notified.
3. Stealing may result in loss of eligibility.

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<sup>2</sup> Definition obtained from [www.hazingprevention.org](http://www.hazingprevention.org)

4. The district provided uniforms are to be worn only at scheduled school activities. School property must not be used for personal use or for P.E. Students assume responsibility for all issued uniforms and equipment that are issued to them. Should a uniform be stolen or damaged, it is to be reported immediately to the coach in charge. The student will be responsible for the replacement cost of any missing or damaged uniform or for equipment issued. Students failing to return equipment or uniforms will not be issued additional equipment until the cost of the missing equipment or uniform is paid to the district. Uniforms cannot be purchased by students because of the difficulty in replacing them with exact duplicates.
5. Uniforms must be washed regularly. All dirty uniforms should be taken home and cleaned before use. Cleanliness is very important to one's health and continued participation. It is also a concern of other athletes who must share close quarters.
6. Athletes are to dress and leave school immediately after showering. Coaches are to be the last to leave the facilities.
7. Cooperation with the managers and custodians is essential. They have a tough and thankless job. All equipment must be picked up and locked in lockers. Athletes are asked to be diligent about keeping the locker room clean and uncluttered after practice and games and to extend the same courtesy when traveling to other schools.
8. Each athlete is responsible for assigned equipment and locker. Any damage to either must be reported to a coach immediately.
9. Only players, coaches, and managers are allowed in the locker room at any time unless there is an emergency. Any unauthorized person in the locker room is to be reported to the coach, athletic director, or principal.
10. Students not participating in a sport or weight program during the current season are to stay out of the locker rooms unless given permission by a coach or the principal.
11. Athletes may not start practicing for another sport until the previous season sports equipment is returned.

#### **INSURANCE:**

Although the school will take precautions to prevent athletic injuries, there is a certain risk involved when one participates in athletic programs. Students and parents should be aware of that risk before a decision is made to participate. If a student chooses to participate in a program and is injured, the school will not assume responsibility for the injury nor for the student's decision to participate. The school district does not provide any type of medical insurance for its athletes (except catastrophic insurance required by the KSHSAA). Before being allowed to participate in competition, each athlete and parent will be required to sign a waiver absolving the school district of any medical bills that might occur due to sports injuries. These waivers will be kept on file and need to be updated yearly.

#### **SUBSTANCE POLICY:**

1. Athletes are not to consume alcoholic beverages.
2. Athletes are to abstain from using tobacco products (including electronic cigarettes and vape products), illegal drugs or controlled substances, and illegal supplements.



### **SQUAD SELECTION/PLAYING TIME:**

All students should be afforded the opportunity to try out and participate for athletic teams. As a result "cutting" players from squads at either the high school or middle school level will not take place.

At the Varsity/A-Team level of competition, it is expected that the dominant philosophy will be one of playing to win. Good sportsmanship and healthy competition is encouraged, and it is expected that the coach will use his/her judgment to play those players he/she feels will help the team be successful in competition.

At the Junior Varsity/B-Team level, it is expected that the philosophy will be one of playing to win using as many players as possible. If large numbers of participants are present, some students may not dress out for every contest. Even when a student dresses out, that student will not have an inherent right to participate in the contest. While it is recognized that support of many team members is necessary for the overall success of the team, it will be left up to the coach to determine who will play and how much time different players receive on the field/court at each contest.

"C-team" contests will be scheduled to let those players of lesser levels of skill have an opportunity to gain experience.

Coaches have the sole responsibility of choosing the members of each team/level as well as playing time.

### **COMPLAINT/24 HOUR RULE:**

Parents and patrons who have complaints about coaches and/or their coaching strategies shall not confront coaches before, during, or after games, but will make an appointment to discuss their concerns with the coach and the building principal. Coaches have the sole responsibility of deciding who plays and how much they play. Discussions of this type should be focused only on the individual player, not other players, and on how that player can improve their skills.

### **TRANSPORTATION - Leaving and Arriving Home from Away Activities**

All students are expected to ride the school vehicle to events. Any other student transportation must be approved by the Coach, AD and Principal.

For activities being held at schools to the east of Brookville, the team bus will stop at the Russell's Restaurant before and after the game (before arriving at Brookville). Students driving cars must follow the bus to Russell's Restaurant when they are leaving their cars at Russell's Restaurant. Coaches will try to estimate the approximate time of arrival so parents can be at Russell's Restaurant or Brookville to pick up their son or daughter. Students may not carry passengers in their vehicles without parent and administration permission. Students who do not drive safely may lose their privilege of driving their vehicle to Russell's.

For activities being held at schools to the west of Brookville, the bus will arrive and return at Brookville only.

Students are required to have a written note releasing them to their parents. If the parents write a note releasing the student to ride home with someone other than a family member, that person must be at least 21 years of age. The coaches will also have a form for the parents to sign if they do not have a note. This is very important, as the coaches do not want to leave any students if they are riding the bus.

## **AWARDS:**

1. No awards other than certificates, medals, and letters of felt or chenille shall be presented to players participating in interscholastic athletics unless approved by the executive board of the KSHSAA.
2. All awards will be in accordance with the requirements set down by the coach of the sport in which the athlete participates.

The following applies to *high school only*:

1. Only letter winners are eligible to purchase the official letter jacket.
2. Possible qualifications for winning letters are as follows:
  - **Football:** Participate in sixteen varsity quarters.
  - **Volleyball:** Participate on an average of one game per match.
  - **Basketball:** Participate in 50% of all varsity quarters.
  - **Track:** Participate in five meets and accumulate ten points.
  - **Baseball:** Participate in 30 innings of varsity games.
  - **Softball:** Participate in 30 innings of varsity games.
  - **Wrestling:** Participate in 10 varsity matches.
  - Letters earned in other activities are up to the discretion of the sponsor/coach
3. First-year varsity letterwinners will receive the official school letter. This letter will be awarded at the end of the activity's season. A certificate of participation, a metal symbol, and a metal bar will also be received. Only a metal bar and a certificate will be given after the first year of lettering.
4. Any senior that completes four seasons in any sport will receive a chenille year letter.
5. Members of teams placing first in league, district, regional, sub state and first, second, or third in state competition will receive a chenille award. Individuals receiving all league recognition will be presented a chenille award.
6. Participants who qualify for earning letters will be honored at athletic awards night or team dinner.

## **TRAVEL, MEALS & LODGING:**

When students qualify to participate in a state-sponsored event and the activity requires expenditures for travel, meals, or lodging, the school district will pay for such costs for student participants and coaches.

\* \* Note: This handbook outlines guidelines for the operation of the activity/athletic programs at Ell-Saline Middle/High School. Any item not covered in this handbook will be dealt with on a case by case basis by administration. Final interpretations of the handbook are to be made by school administration. \* \*